You also must file your answer or motion with the court.

UNITED STATES DISTRICT COURT for the _____ District of _____ Plaintiff Civil Action No. v. Defendant SUMMONS IN A CIVIL ACTION To: (Defendant's name and address) A lawsuit has been filed against you. Within 21 days after service of this summons on you (not counting the day you received it) — or 60 days if you are the United States or a United States agency, or an officer or employee of the United States described in Fed. R. Civ. P. 12 (a)(2) or (3) — you must serve on the plaintiff an answer to the attached complaint or a motion under Rule 12 of the Federal Rules of Civil Procedure. The answer or motion must be served on the plaintiff or plaintiff's attorney, whose name and address are: If you fail to respond, judgment by default will be entered against you for the relief demanded in the complaint.

Date:

Signature of Clerk or Deputy Clerk

CLERK OF COURT

Civil Action No.

PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

☐ I personally served	the summons on the individual a	t (place)		
		on (date)	; or	
☐ I left the summons	at the individual's residence or us	sual place of abode with (name)		
	, a person o	f suitable age and discretion who resi	ides there) ,
on (date)	, and mailed a copy to the	he individual's last known address; o	r	
☐ I served the summo	ons on (name of individual)			, who
designated by law to a	accept service of process on behal			 ,
		on (date)	; or	
☐ I returned the sumn	nons unexecuted because			; (
Contract to				
☐ Other (<i>specify</i>):				
My fees are \$	for travel and \$	for services, for a total of \$		
My fees are \$	for travel and \$	for services, for a total of \$		
				
	for travel and \$			
				
				
		is true.		
		is true.		

Additional information regarding attempted service, etc: